

Professional Development For Volunteer Managers

Presenter:

June Miller is the Regional Director for the Indiana Nonprofit Resource Network in Southern Indiana. She has been involved in corporate and non-profit training for more than 20 years, consults with nonprofit organizations throughout Southern Indiana, and trains over 1500 individuals annually.

Series Design:

The Volunteer Management Training Series was designed and reviewed by a team that included representatives from the Points of Light Foundation, 19 of its member Volunteer Centers, nonprofit and government volunteer programs and training specialists.



401 N. Morton St., Suite 260
PO Box 100
Bloomington, IN 47402-0100



2007 Volunteer Management Training Series

A sequence of five courses on organizing and implementing a dynamic volunteer program in a nonprofit or government organization.

City of Bloomington
Volunteer Network

812.349.3472

2007 Volunteer Management Training Series

Topics

Jan. 30 - 8:45 a.m. to 1 p.m.

Planning Your Volunteer Program

- understanding volunteers
- characteristics of organizations that engage volunteers effectively; trends and statistics
- importance of needs assessments and methods for conducting them
- key elements to include in a volunteer program budget

Feb. 20 - 9:45 a.m. to 1 p.m.

Recruiting and Placing Volunteers

- strategically defined position descriptions
- sell the benefits and share the features
- match the right individual to the right position

March 27 - 9:45 a.m. to 1 p.m.

Orienting and Training Volunteers

- identifying training needs
- designing, delivering, assessing and refining training

April 24 - 9:45 a.m. to 1 p.m.

Supervising Volunteers

- defining and communicating clear expectations
- guiding and supporting volunteers
- rewarding and recognizing volunteers

May 22 - 9:45 a.m. to 1 p.m.

Evaluating Your Volunteer Program

- deciding what to track; collecting data
- turning data into findings; using them to strengthen your program

City of Bloomington Volunteer Network

401 N. Morton St., Suite 260

PO Box 100; Bloomington, IN 47402

Phone: 812/349-3472

Fax: 812/349-3483

volunteer@bloomington.in.gov

Time - Please Note -

The first session is from 8:45 a.m.-1 p.m.
Sessions two through five are from 9:45 a.m.-1 p.m.

Outline of Sessions

All sessions: First 15 minutes
Networking, coffee and rolls

Session 1: 9 a.m.-12 p.m.
Formal, interactive training session

Sessions 2 through 5: 10:00 a.m.-12 p.m.
Formal, interactive training session

All sessions: 12-1 p.m.
Lunch (provided), announcements about upcoming City of Bloomington Volunteer Network programs, announcements from participants about upcoming events, collaboration ideas and organizational needs.

Cost*

Non-Profit Practitioners (volunteer coordinators, staff, board members):
\$15 per session or \$70 for all sessions
(includes coffee, rolls and box lunch)

Others:
\$25 per session or \$100 for all sessions
(includes coffee, rolls and box lunch)

Location

City Hall Council Chambers, 8th and Morton Streets, Bloomington IN

Parking

Parking is available in the garages at 7th and Walnut St. and 7th and Morton St.
There is very limited on-street parking.

Registration Form 2007 Volunteer Management Training Series

| Sign up for: | Cost* | Cost* |
|---|----------------|-----------------|
| <input type="checkbox"/> Jan. 30 Planning Your Volunteer Program | \$15.00 | \$25.00 |
| <input type="checkbox"/> Feb. 20 Recruiting and Placing Volunteers | \$15.00 | \$25.00 |
| <input type="checkbox"/> Mar. 27 Orienting and Training Volunteers | \$15.00 | \$25.00 |
| <input type="checkbox"/> Apr. 24 Supervising Volunteers | \$15.00 | \$25.00 |
| <input type="checkbox"/> May 22 Evaluating Your Volunteer Program | \$15.00 | \$25.00 |
| <input type="checkbox"/> All 5 Training Sessions - Discounted Cost | \$70.00 | \$100.00 |

TOTAL: _____

Attendance will be limited to 50 participants per session.

Organization's Name _____

Individual's Name _____

Address _____

City _____

Zip _____

Phone _____

Email Address _____

Please make check payable and mail completed registration form to:

City of Bloomington Volunteer Network

P. O. Box 100

Bloomington, IN 47402

Questions? Contact Bet Savich at

812-349-3472 or savichb@bloomington.in.gov